

# Lake Travis High School Honor Code

## Why do we have an honor code?

Honesty and integrity are essential to the culture of Lake Travis High School because they are the backbones of your success as a student, employee, and member of society. Accordingly, LTHS holds high expectations for all students and empowers you to hold high expectations of yourself, your classmates, and your teachers. 21st century learning demands that you push the boundaries of your comfort zone and collaborate frequently while continually committing to the timeless principles of honesty and integrity.



## What is an honor code violation?

Work submitted as your own original work but that contains undocumented and/or unauthorized content from any person or source violates the honor code. This includes submitting work that has been partially or entirely created by Artificial Intelligence, such as ChatGPT.

Obtaining or exploiting an unfair advantage on a quiz, test, or exam violates the honor code, as does helping someone else to obtain or exploit an unfair advantage.

*Honor code violations are subject to disciplinary action as follows:*

### VIOLATIONS INCLUDE BUT ARE NOT LIMITED TO:

### CONSEQUENCES:

	VIOLATIONS INCLUDE BUT ARE NOT LIMITED TO:	CONSEQUENCES:
<b>TIER 1</b> HOMEWORK DAILY GRADES PRACTICE	<ul style="list-style-type: none"> <li>• copying another student's work</li> <li>• allowing someone else to copy your work</li> <li>• collaborating when required to do individual work</li> <li>• using a translation tool (e.g. Google Translate) for foreign language work</li> <li>• submitting plagiarized homework or practice work</li> </ul>	<ul style="list-style-type: none"> <li>• student-teacher conference</li> <li>• documentation with honor code violation form</li> <li>• parent notification</li> <li>• a grade of zero on the assignment</li> <li>• opportunity to re-do the assignment for a maximum grade of 50%</li> </ul>
<b>TIER 2</b> REPEAT VIOLATIONS MAJOR GRADES QUIZZES/TESTS/EXAMS	<ul style="list-style-type: none"> <li>• repeating a <b>TIER 1</b> violation</li> <li>• sharing quiz/exam questions or prompts</li> <li>• sharing answers to quiz/exam questions</li> <li>• using hidden notes during a quiz/exam</li> <li>• looking at another student's quiz/exam</li> <li>• allowing another student to see your quiz/exam</li> <li>• communicating with others during a quiz/exam</li> <li>• using prohibited electronic devices during a quiz/exam</li> <li>• using a translation tool (i.e. Google Translate) for a foreign language major assignment</li> <li>• submitting plagiarized essays or projects</li> </ul>	<ul style="list-style-type: none"> <li>• all <b>TIER 1</b> consequences (unless overridden by a more severe consequence below)</li> <li>• a grade of zero for a repeated <b>TIER 1</b> violation.</li> <li>• a grade of zero for a first-time <b>TIER 2</b> violation, with an opportunity to retake the assessment or redo the project/essay for a maximum grade of 50%</li> <li>• You will not be allowed to exempt the final exam for the course in which the violation occurred and your total number of exam exemptions allowed will be reduced by one.</li> <li>• You may be denied membership to or dismissed from certain student organizations.</li> <li>• You may be placed in ISS.</li> </ul>
<b>TIER 3</b> REPEAT VIOLATIONS SEVERE VIOLATIONS	<ul style="list-style-type: none"> <li>• repeating a <b>TIER 2</b> violation</li> <li>• stealing a quiz, test, or exam</li> <li>• photographing a quiz, test, or exam</li> <li>• altering another student's answers</li> <li>• damaging another student's project</li> </ul>	<ul style="list-style-type: none"> <li>• all <b>TIER 1</b> and <b>TIER 2</b> consequences (unless overridden by a more severe consequence below)</li> <li>• a grade of zero on the assignment, project, essay, or assessment.</li> <li>• You will lose all final exam exemptions.</li> <li>• You may be placed in DAEP.</li> </ul>

## What exactly is plagiarism?

We are guilty of plagiarism when we use someone else's ideas and language in our own academic work as if those ideas and language were our own without giving proper credit to the original source.

This includes, but is not limited to, wording, syntax (sentence structure), ideas and the ordering of those ideas, research findings, evidence selection, illustrations, and creative work.

## What happens if I am suspected of violating the honor code?

The decision to review your work for an honor code violation is based on the faculty member's judgment, written materials, observations, and/or information from other students.

If a faculty member observes or suspects a violation, you will participate in an honor code review. This review will include conversations with the faculty member, parental notification, and an official honor code review form. Your administrator will also oversee and/or participate in the process.

The review form must be completed by the teacher who assigned the work. If a different faculty member observed the violation, he/she will notify the assigning teacher and will remain in consultation with the assigning teacher throughout the review.

The faculty member will explain what he/she observed (or why he/she suspects a violation) and share the supporting evidence with you.

If you admit to the allegation, your teacher will assign an academic penalty and forward the honor code review form to the associate principal who may assign disciplinary consequences.

If you dispute the allegation, the faculty member will file the honor code form and the associate principal will investigate the incident and determine whether a violation has occurred. This determination is final and can only be appealed in very limited cases.

If the associate principal determines that no violation occurred, he/she will document the outcome on the review form and the matter will end.

The honor code review form will remain on file for the duration of your high school career but it is not printed directly on your transcript. It will not be released to other entities without written permission.

Honor code violations are referred to certain LTHS student organizations (e.g. NHS) and may affect the selection process or your membership status. Please refer to your organization's handbook for specific information.

## What is the official honor code review procedure?

(IF THE STUDENT DISPUTES THE ALLEGATION)

1. The faculty member who observed/suspects the violation notifies the teacher who assigned the work (if applicable).
2. The teacher documents the suspected violation on the Honor Code Review Form, indicating the tier level and appropriate academic penalty.
3. The teacher conferences with the student to explain the suspected/observed violation, the supporting evidence, the tier level, and the academic penalty. This conversation may be informal or unscheduled as long as the student's privacy is respected. If the student wishes to give a written response to the allegation, the teacher will collect it and add it to the review form.
4. The teacher notifies the student's parent about the violation and documents the conversation on the review form.
5. If the student has admitted to the violation, the teacher completes the review form and updates the grade book to reflect the penalty.
6. The administrator will determine any discipline consequences and officially close the review.
7. If the student disputes the allegation, the teacher completes the review form and updates the grade book to reflect the academic penalty. The teacher adds a note to the grade stating that an honor code is pending.
8. The associate principal will investigate the incident, determine whether a violation has occurred, and notify the student of the outcome. The teacher will receive an updated honor code review form indicating the outcome.
9. If the associate principal concludes that the student did not violate the honor code, no consequences are assigned and the review is closed. The teacher revises the grade book to remove the academic penalty and updates the note field indicating the honor code review has been resolved.
10. If the associate principal determines that the student violated the honor code, he or she will assign disciplinary consequences as appropriate and the teacher will note in the grade book that the honor code review has been resolved.
11. The associate principal's determination is considered final. The student may appeal the administrator's decision to the principal only if the proper procedures were not followed during the review or if the consequences are not commensurate with the severity of the violation.